

The logo for the Safety Management Information System (SMIS) features the letters "SMIS" in a large, white, serif font against a solid blue rectangular background.

Safety Management Information System

Supervisor's Accident Report Module

WEB based Accident Reporting System

Developed by:

Managing Risk and Public Safety
Safety and Occupational Health Team
U. S. Department of the Interior

May 1, 1997

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The Safety Management Information System (SMIS) is a Department of the Interior System for reporting accidents which occur to employees, contractors, visitors and others who are injured in conjunction with Department of the Interior Activities. The system is also used to report accidents which involve property damage.

You may access the system via the World Wide Web at “<http://www.smis.doi.gov>”.

This manual is intended to familiarize you with what you will see when you access the SMIS Supervisor Accident Reporting Module and give you a general idea of how to use the program.

Most of the data processing “gymnastics” are performed on the DOI SMIS server, so you only need a computer which is capable of running Windows 3.1. This computer must have a WEB Browser such as “Netscape” or “Microsoft Internet Explorer”. You must also have DOINET or internet access.

Your DOINET/Internet Connection may take several forms.

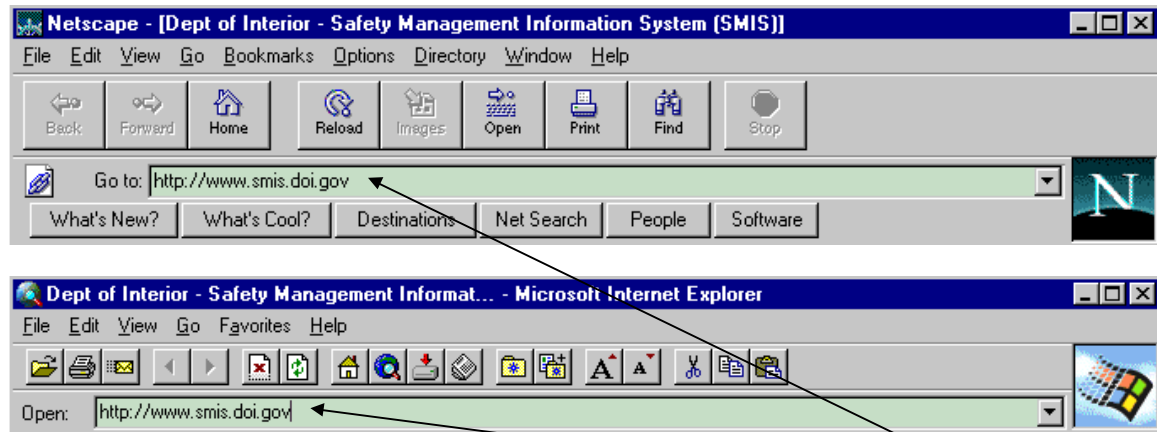
1. Direct DOINET connection; In this form, you will usually be connected to a local area network (LAN) and need to do nothing except load your WEB Browser to see the internet.
2. Private Internet Provider; You have an established account with an Internet Provider such as Netcom or Netscape and use your modem to establish the connection to the internet.
3. SMIS Provided Connection; This is best established with Windows 95 and requires a modem. Instructions for establishing this connection are provided as an appendix to this manual.

Lets begin our tour through SMIS

Your WEB browser can be loaded like any other program on your computer. In a Windows environment, for instance, you click the browser ICON to load the browser. The icon may appear different for different browsers, so if you are unsure what to click, contact your computer support personnel.

Once you have launched the program, the browser will appear on your computer screen. Depending upon your browser settings it may appear on the whole screen or as a small window. If the browser appears as a window on your screen, maximize it using the maximize button on the upper right corner of the window.

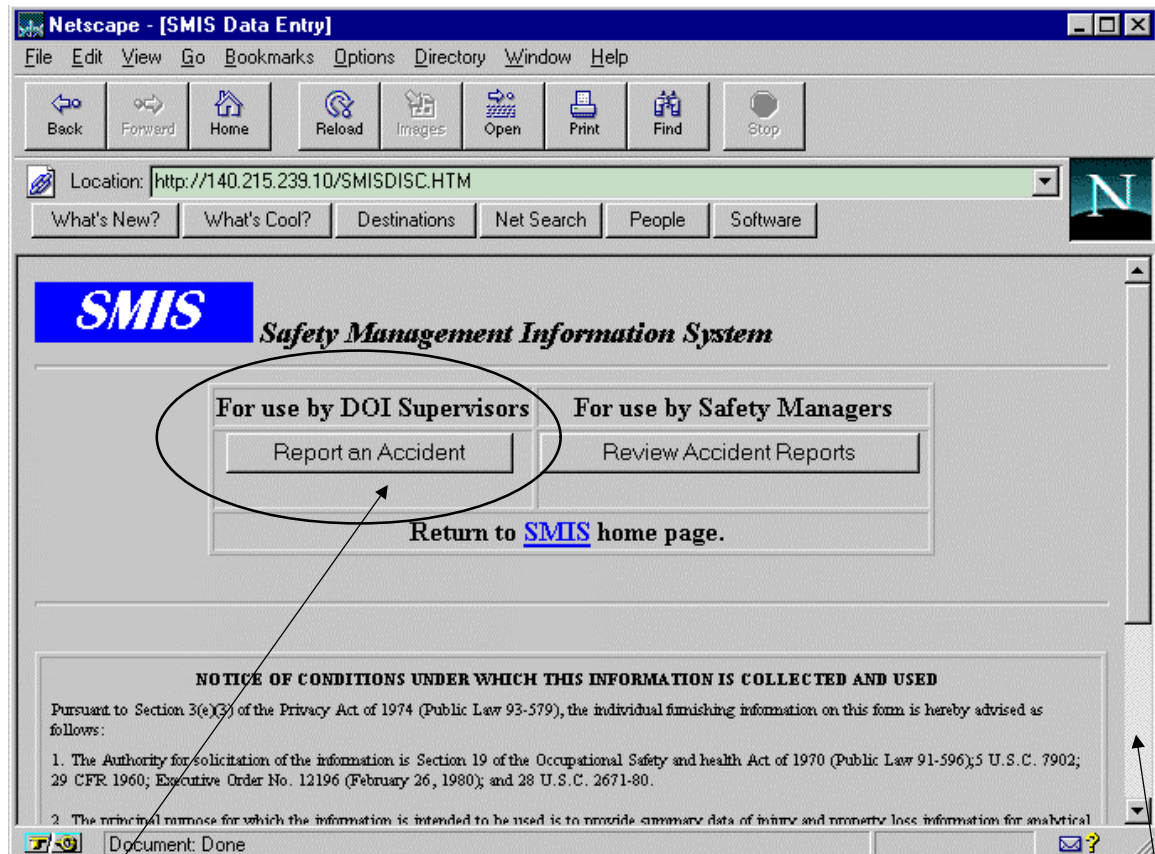
Your browser may also load some default WEB site or may appear blank, in either case you now need to type the address of SMIS into the address block of your browser.



The area where you enter the SMIS Address (**http://www.smis.doi.gov**) is indicated by the arrows. After you enter the address, you can hit the enter key and your browser will retrieve the SMIS Home page illustrated below.



After a moment, you will be presented with the SMIS home page which resembles the image above. Click the *SMIS Accident Reporting* link to begin reporting your accident.



At this juncture, you should select the button intended for use by DOI Supervisors: “*Report an Accident*”, after clicking this button, you will be presented with the login screen.

If you choose not to enter a report at this time, you can return to the SMIS home page by clicking the *Return to SMIS home page* link.

There is a privacy act statement on the form. Unless you are using a monitor set at a very high resolution, you cannot read the entire statement. (Most SMIS forms are likewise, longer than the browser can display in one page) If the form is longer than the area which can be displayed by the browser, you will see a scroll bar on the right edge of the browser. Clicking on the bar or dragging the bar’s button will scroll the hidden parts of the form into view.

Tip: Always check the bottom of the form if you see a scroll bar.

The other button on this form is for use by safety managers who will be reviewing accident reports which you enter. This is an entirely different portion of SMIS, and does not pertain to the Accident Reporting System.

After you have selected the link to Report an accident, you will be required to login to the SMIS System. This is a control designed to protect the privacy of DOI employees and limit the system to DOI Supervisory personnel.

Position your cursor in the “Last Name” block by clicking your mouse in the block. Enter your **Last Name** in the block provided. If your name includes JR or some other title, include this after the last name. For example: **John Doe Jr.** would login as **Doe Jr** (no periods).

SMIS *Accident Reporter Validation*

The Safety Management Information System (SMIS) is intended for DOI employees only. If you are a DOI employee and cannot login using your Last Name and SSN, your name may not be in the employee database (especially if you are a new employee); contact the Department Safety Office (303) 236-7130, to report the problem.

Please enter your login information below

Last Name DOI User Validation [View Helpful Info](#)

Use your SSN (no dashes) as your DOI User Validation.

Now move to the DOI User Validation Block, some browsers allow you to use the tab button to move between blocks, others require a mouse click in the block. Enter your SSN with no dashes to confirm that you are who you claim to be. This SSN does not become a part of the permanent record, it is simply used to check your name in the DOI Personnel database, if your Last Name and SSN match, you are granted access to the SMIS system, otherwise not.

If you incorrectly typed your last name, password, or you are not in the DOI Employee database, you will be refused access to the system:

SMIS *Your login validation failed...*

You must be a DOI employee in order to access the SMIS System the system. If you are a DOI employee and incorrectly entered your login information, please return to the login page and re-enter your name and password.

[Return to Login Page](#)

In the event of a typographical error, click on this link to receive another opportunity to login.

If you are a DOI employee, and after repeated attempts (using your correct last name and SSN) cannot gain access to the system, report the problem to the SMIS Administrator at 236-7130.

After a successful login, you will see the following screen:

The screenshot shows the SMIS incident report form. At the top, it says "SMIS Please enter information about the incident/accident". Below this, it says "Reporter: Dummy U TestPerson - Bureau & org code: (01) 71300". The form is divided into several sections: "Incident ID (i)", "Place of incident (i)", "Result (i)", "Narrative (i)", and "Corrective Actions (i)". Each section has a text box for input. The "Result (i)" section contains a list of radio buttons: "Injury Only", "Occupational Illness", "Property Damage Only", "Injury w/Prop Damage", and "No Adverse Outcome". The "Narrative (i)" and "Corrective Actions (i)" sections have large text boxes. Arrows point from the text below to various fields: "Date:", "Time:", "ZIP Code:", "Place of incident (i)", "Narrative (i)", "Corrective Actions (i)", and "Result (i)".

In each of the blocks you should enter some information about the incident which occurred, you will be given the opportunity to add data about injury victims and property damage later in the program. To enter data into each of the fields, put your mouse into the field and then "click". This gives the block "focus" and allows you to type. This portion of this form which you can see, contains several **text boxes** in which you type text from the keyboard. Additionally it contains a set of **Radio Buttons** from which you select one value which is appropriate by clicking it with your mouse.

Tip: For each major area there is a link marked with an *i* in parenthesis, these links will bring up useful information to assist you in completing the block. If you have any doubt about what should be placed in the area click on the closest i-link.

Notice that this screen (like the Privacy Act screen) has a scroll bar. This means that there is more to this screen than can be seen on the monitor. You will need to operate the scroll bar to see the bottom of the screen because there are additional fields to complete along with a "submit" button which sends your data to the server. The next diagram displays the bottom portion of the incident report screen.

By operating the scroll bar we now see the bottom portion of the screen:

ZIP Code:

☐ Injury w/ Prop Damage
☐ No Adverse Outcome

Narrative [\(i\)](#)

Corrective Actions [\(i\)](#)

Unsafe Act [\(i\)](#)

1

2

Unsafe Condition [\(i\)](#)

Management Causal Factor [\(i\)](#)

This form contains two additional types of controls. There are several **pick lists** which when clicked, open and reveal a list of choices from which you can select one.

Finally, there are two **buttons**. One will submit your data when you are finished typing, the other will erase what you have typed into the screen so far to allow you to start over.

Unsafe Condition [\(i\)](#)

01 Defects of Accident Source
02 Dress or Apparel Hazards
03 Environmental Hazards, NEC
80 Hazardous Conditions, NEC
04 Hazardous Methods or Procedures
05 Hazardous Placement
06 Hazards of Outside Work Environment
07 Inadequately Guarded
00 No Physical/Environmental Factor
08 Public Hazards, NEC
99 Undetermined, Insufficient Information

After clicking a pick list, the list of values drops. The list will look something like what you see to the left. You can then move your mouse to your selected item and click. Once you select an item, the box will close and only the selected item will remain visible. In the example below, we selected “Inadequately Guarded”

Unsafe Condition [\(i\)](#)

07 Inadequately Guarded

Each of the fields on the incident form will be briefly described below:

Incident ID: The incident ID information uniquely identifies an incident/mishap as an event which occurred at a particular point in space and time.

Date: Indicate the date that the incident occurred. Almost any valid date format is acceptable. For example you could type: 3 Mar 1997, Mar 3, 1997, 3/3/1997 etc. The program will accept a 2 digit year, but to be sure that your incident is placed in the correct century, please **use only a 4 digit year**.

Time: Indicate the time when the incident occurred. You can enter the time using a 12 hour clock (followed by AM/PM) or a 24 hour clock. The program will look for a **colon between the hours and the minutes** to determine proper time format.

ZIP: Enter the 5 character zip code where the incident occurred. If you do not know the zip please attempt to discover it. It is acceptable to estimate the zip using the zip code of a nearby location if necessary.

Place of Incident: Enter the place where the incident occurred. (for example: 2nd Floor, Main Post Office Bldg., 12th & Pine). The field can accept almost unlimited text, but it is best to limit your input to about 120 characters since this is all that will fit on the CA-1 form.

Result: Select the value which most accurately reflects the outcome of this incident from the five choices given.

Narrative: Enter a description of what happened and why. You have virtually unlimited space to type, but it is best to limit your input to about 220 characters since this is all that will fit on the CA-1 form.

Corrective Action: Enter a description of the actions taken to prevent future occurrences of this incident. You have virtually unlimited space to record this information.

Unsafe Act: This is the human factor, generally behavioral in nature, which precipitated the incident. Using the lists provided you should select any that are appropriate for this incident.

1. Select from the list, the Primary Unsafe Act contributing to this incident.
2. Select from the list, the Secondary Unsafe Act contributing to this incident.

Unsafe Condition: This is the environmental factor which precipitated this incident.

1. Select from the list, the Primary Unsafe Condition contributing to this incident.
2. Select from the list, the Secondary Unsafe Condition contributing to this incident

Management Causal Factor: This is the organizational system factor which may have a contributing factor on this incident. You should select from the list the element which best describes a system factor precipitating the incident.

Undo Screen: This button will undo everything which you have done on the form so far. It is a “Panic button” to allow you to start over.

Send this Info: This button will submit the data you entered to the server. It is checked for consistency and you will be alerted to any errors:

Form Entries Incomplete or Invalid

One or more problems exist with the data you have entered.

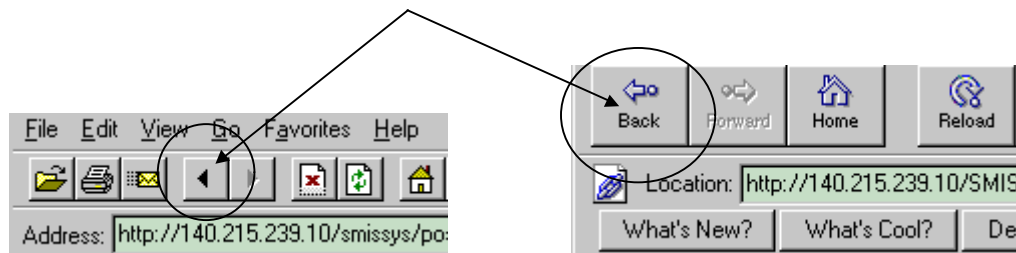
- You must select an Unsafe Act code from the list

Use the *Back* button on your web browser to return to the previous page and correct the listed problems.

In this case, you are alerted to a problem in your input. You forgot to select an Unsafe Act Code from the list. Perhaps you thought that there was no unsafe act, so you left the field blank. Most pick lists have a code for No Unsafe Act, No Unsafe Condition etc. Your selection from the list indicating that the list is inapplicable makes it clear that there was no Unsafe Act, not that Unsafe act was not considered.

To return to the incident form and correct the error, you are instructed to use the “**back button**” of your browser. When you click on the back button, you will be returned to the form that you were using when the error occurred. This will allow you to correct the offending field without the need to retype all that you have entered so far.

The back button is usually located on the top of the browser screen and is most often a backward pointing arrow icon. The back button of two popular browsers is circled, the screen clips are both from the upper left portion of the browser screen:



After correcting any errant fields and re-clicking the “send this info” button, or if you hadn’t made an error in the first place, your data will be stored on the Safety Management Information System server. You might then see one of several forms depending upon

whether the outcome (Result) that you reported included injuries, only property damage or “No Adverse Outcome”.

For the moment we will assume that you are reporting an injury or occupational illness. In this case you will be asked for the SSN of the victim:

The screenshot shows a web form titled "SMIS Victim Identification". The form has a blue header with the "SMIS" logo and the title "Victim Identification". Below the header, the text reads: "Please enter victim SSN below:". There are two paragraphs of instructions: "If the injured individual is a DOI employee, enter the employee's SSN. This will look-up the employee's personal information from the SMIS server." and "If the injured individual is *not* a DOI Employee, please [view these instructions](#) for tips on inventing an SSN based upon the victim's name." Below these instructions, a warning states: "Do not use an invented SSN such as: '000000000', 'UNKNOWN', or 'VISITOR' because the system may believe this record to be someone who is already in the database." At the bottom of the form, there is a label "Victim SSN" followed by a text input field containing the value "000000000". To the right of the input field is a button labeled "Submit Victim ID".

This form is quite simple if the victim is a DOI employee. It gets a bit more complex if you want to enter a number for a non-DOI employee (visitors, contractors, etc.), and do not know the victim’s SSN. In this case you will “invent” one. Generally, you will use the first four letters of the victim’s last name, followed by the first four letters of the individual’s first name, followed by a single digit (usually ‘0’). For example you would “invent” the following Pseudo-SSN for a park visitor named Kenneth Rueff (whose SSN you do not know): RUEFKENN0.

After you have entered the SSN or Pseudo-SSN, click the “Submit Victim ID” button. One of two things will occur. If your victim is a DOI employee, or your victim is in the SMIS personnel database (due to prior injury), you will immediately be presented with the injury information screen. If the individual is not in the database, you will be prompted to enter some personal information before reporting the injury.

Note: If you have invented a pseudo-SSN for a person that you know has not been injured at your site previously, and the program jumps immediately to the injury reporting screen without prompting for personal information, an error of coincidence has probably occurred. There may be a person with the same name already in the database. In this case, return to the Victim ID screen by using the “Back Button” of your browser. Change your Pseudo SSN by altering the digit. For example, in the case illustrated above, change RUEFKENN0 to RUEFKENN1 and resubmit. In the unlikely event that you are still immediately prompted for

injury info, repeat the process using a different number again until you are presented the personal information form.

The personal information form is presented below:

SMIS *Personal Data - Victim ID: RABBROBE0*

This individual is either not a DOI employee or not in the SMIS database. If, you mistyped the SSN and would like to try again press [here to RETRY](#), otherwise please enter the required personal information:

NAME (i) Last First MI

DOB (i) **Sex** (i) Male ☒ Female ☐

Address (i) Street

City State ZIP

STATUS (i)

If DOI employee, complete: (i) Occ Code Grade Step

Add to SMIS database

Notice that the form reminds us that we have entered the Pseudo-SSN of “RABBROBE0”, for Robert Rabbit (Roger’s older brother).

The *Last Name, First Name, and Sex* fields are required, but most other fields on the form are optional. The required fields are to establish the victim’s identity.

If your victim is in fact a DOI employee and you mistyped the SSN, you would also see this form; however, you should not complete it if this can be avoided. Verify that the SSN that is listed on the top of the form is the one that you intended to enter. If not, you can return to the Victim ID entry form to retry your typing of the victim’s SSN.

Note: Under rare circumstances the DOI employee may not be in the SMIS database, in this case please enter the personal data as completely as possible to include the information about the *Occupation Code, Grade and Step* of the employee.

After you complete the form, click the “Add to SMIS database” button, and this individual will be added to the SMIS personal file. You will then be presented with the injury report form. This is the same form that you would have seen if the “detour” to enter personal information had not been required.

You will see this form when you either entered the SSN of a DOI employee who is in the SMIS personnel database or you just completed the personal information of a non-DOI victim:

SMIS *Injury report of: Dummy U TestPerson (test00000)*

Severity of Injury (i)	<input type="text"/>		
Body Part Affected (i)	<input type="text"/>		
Nature of Injury (i)	<input type="text"/>		
Type of Injury (i)	<input type="text"/>		
Activity (i)	<input type="text"/>		
Cause (i)	<input type="text"/>		
Source (i)	<input type="text"/>		
Is this a Fatality? (i)	No <input checked="" type="radio"/>	Yes <input type="radio"/>	If yes, Date of Death (i) <input type="text"/>
Date Work Stopped (i)	<input type="text"/>	Date Return to Work (i)	<input type="text"/>

Send this Info Undo Screen

The injury report form is composed, almost entirely, of pick lists from which you will select the most appropriate value. If you do not understand what is being requested in any of the blocks (source vs. cause is particularly tricky), click the information link for an explanation of the codes and their intent.

If the injury resulted in the death of the employee, don't forget to indicate this by clicking "yes" in the appropriate place on the form, and indicating the date of death.

If the injury resulted in the employee missing work, indicate the date work stopped and (if known) the date the employee returned to work.

When you have completed the form, click the "Send this Info" button and the data will be sent to the SMIS Server for storage. As in previous forms described in this document, if there is any problem with any of your input, the program will advise you of the problem and you can correct it before resubmitting the data.

After you successfully enter the injury information, you will reach a decision point in the program. You can add an additional injury for this person, add additional injury information for a different person (if two or more persons were injured in this incident) or inform the program that you are done reporting injury information. Each of these options are presented as links in the form below:

SMIS *Successfully Posted Injury*

Injury ID: test00000

Incident Date: Oct 10, 1998 10:30PM

Body Part: EB Elbows, both

Below you have 3 choices, you can enter another injury for this same individual, enter injury data for another individual, or indicate that you are done entering injury data. If you select done entering injury data, and your incident result code indicates that property damage was also a factor in this incident, you will be presented with the property damage form otherwise, you will be presented the data entry done screen.

Add injury info for [a DIFFERENT victim](#) involved in *this* incident.

Add additional injury info for [THIS victim](#).

[DONE](#) entering injury data.


The form reminds you of the ID of the person injured, along with the date of injury and the body part affected.

If you click the link to enter injury information for “a DIFFERENT victim”, you will be sent to the Victim ID to add the SSN or pseudo-SSN of the additional victim. From that point the program will function exactly as it did for your first victim and you will eventually be returned to this form.

Upon clicking the additional injury for “This victim” link, you will be returned to the injury reporting form and will not need to re-enter the SSN / Pseudo-SSN nor the personal data. The program will function exactly the same for your report of the second or subsequent injury and you will eventually be returned to this form.

When you are done reporting all injuries for all persons involved in this incident, click the “Done” link.

At this point one of two things will occur: If you indicated on the incident form that this incident involved injuries only, you will be presented with a reports screen which will allow you to output any of several safety and accident reporting forms, including a summary of the incident and CA-1 form. If, on the other hand, you indicated that your incident involved property damage, you will be presented with a new form to report the property damage.

 Property Entry form - damage occurred on: Jun 7, 1997 10:30AM	
Type of Property (i)	<input type="text"/>
Description (i)	<input type="text"/>
Property Owner (i)	<input type="text"/>
Cause of Damage (i)	<input type="text"/>
Source of Damage (i)	<input type="text"/>
Estimated dollar value of this damage (round to nearest dollar) (i)	<input type="text"/>
(Optional) Person responsible for the property use SSN or other ID (i)	<input type="text"/>
If this damage involves a motor vehicle, were seatbelts worn?	<input type="radio"/> Y <input type="radio"/> N
<input type="button" value="Send this Info"/> <input type="button" value="Undo Screen"/>	

The property damage form presented above is very similar to many other forms which you have seen. It contains pick lists, text blocks, radio-style check blocks and buttons.

Each of the fields on the property damage form will be briefly described below:

Type of Property: This is a list of general categories which describe the property which was damaged. Typical entries are: “bus”, “farm tractor”, “buildings” etc.

Description: Use this field to describe the property. Useful information might be a license plate number, serial number, color or other identifying characteristic of the particular item which was damaged.

Property Owner: This field has a short pick list of elements which describe whose property was damaged. Typical entries are “Interior Owned” or “Employee Owned”.

Cause of Damage: From this pick list select the thing which precipitates the event causing the property damage. For example an automobile skids on ice and strikes a curb, damaging the axle. The cause of this damage is probably the icy road surface assuming there are no driver negligence issues involved. Typical values for cause of damage might be: “air pressure”, “bicycle”, “vehicle, government owned” etc.

Source of Damage: The source field describes the thing which inflicted the physical damage. For example an automobile skids on ice and strikes a curb, damaging the axle. The source of this damage is the curb, which the automobile struck causing the axle damage. Typical values for the source of damage are similar to those for cause.

Estimated Dollar Value: Enter the estimated cost of the damage. Circumstances may vary, but generally you will enter the cost required to replace the item or repair the damage. You may choose to precede the value with a dollar sign “\$”, but the program understands that this entry pertains to money and the dollar sign is optional. Round your entry to the nearest dollar, the program ignores any “cents” that you enter.

Seatbelts: If this incident pertains to an automobile accident, indicate whether seatbelts were worn.

Responsible Person SSN: The purpose of this block is *not* to identify blame. It may be used to identify the owner of the damaged property, an individual who is “signed for” the damaged item, other personal involvement in the property damage. The block is optional for cases, such as acts of God, or crimes where no person can be associated with the damage. If you do not enter a value in the block, the program will assume no personal involvement and continue. If, on the other hand, you enter a value in the block, the program will look-up the value and if found, will move on. If the value is not found, you will be prompted for some personal information to associate with the value you entered.

SMIS *Personal Data - Owner/Responsible Person ID: test98765*

This individual is either not a DOI employee or not in the SMIS database. If you mistyped the SSN and would like to try again press [here to RETRY](#), if you entered the personal ID association by mistake and wish to enter the property without the association press here to [REMOVE the association](#), otherwise please enter the required personal information:

NAME (i) Last First MI

DOB (i) SEX (i) Male ☒ Female ☐

STATUS (i)

If DOI, Complete (i)

Occ Code Grade Step

Add (test98765) to SMIS

If you had intended to enter a valid DOI employee and mis-typed the SSN, you may be presented with this screen. You can correct your mistake by clicking on the “press here to RETRY” link to return to the property damage form. If you had accidentally entered something into the SSN block but did not actually intend to associate an individual with this property damage, there is a link called “REMOVE the association which will save the property record and ignore any value that you might have entered in the SSN block.

When you have finished entering the personal information, click the Add “personal ID to SMIS” button and your record will be saved.

When you have either completed the personal information form, entered a property damage record with no personal association, or entered a personal association of an individual who is a DOI employee, you will be presented with the following decision form:

Nr.	ID	Owner	Cost
1	Recreation Vehicle (Snowmobiles, etc)	Privately Owned	\$ 600

Below you have 2 choices, you can enter another property item which was damaged as a result of this incident, or you can indicate that you are done entering property damage.

Add [ANOTHER](#) item of property damage.

[DONE](#) entering property damage.

Notice that any property damage that you have entered for this incident is summarized on this form. In this case, only one item was entered so far. If you had entered more items of property damage, each would be listed here.

If you need to enter another item of property damage which is not yet listed, click the link “Add [ANOTHER](#) item of property damage” and the program will recycle to the property damage entry portion of the form. Otherwise click the “[DONE](#)” link and you will be presented with the following form:

SMIS *Congratulations... Data Entry is Complete!*

This was an incident with both injury/property damage outcomes.

View an [Injury Session](#) summary.

Prepare a [CA-1](#)

Prepare a [DI-134](#)

View an [Property Session](#) summary.

It is now safe to shut down your browser. If you need to enter another incident or make modifications to this, or another incident that you have entered, you can begin a new session by logging in again.

[Enter the Office of the Secretary](#) SMIS data page

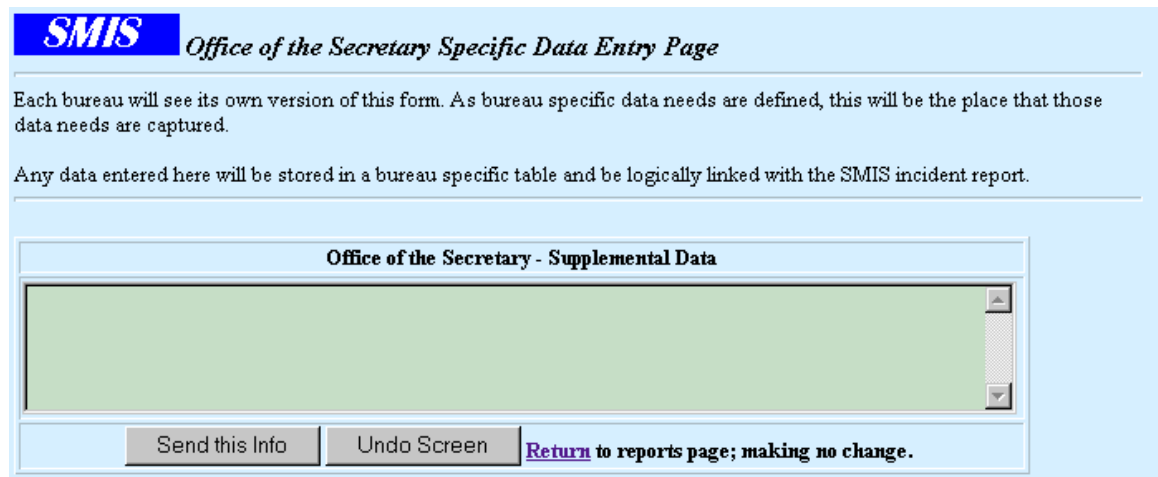
[Return](#) to SMIS home page.

[Login again](#) into the SMIS System to enter another incident.

The required data entry phase of SMIS is now complete. If your bureau requires additional information beyond what is required for the general SMIS data entry, you can enter it by clicking the “[Enter the Bureau](#) SMIS data page” link. In this example, the reporter is a member of the Office of the Secretary and this bureau name is placed in the link. If you are a member of BIA, for instance, “Bureau of Indian Affairs” would appear

in this link instead of “Office of the Secretary”. Each bureau will determine their specific needs, if any, for the data entered on the form attached to this link. At a minimum, a general text field is provided where you could enter information about the incident that is not otherwise indicated in the report. It is only necessary to enter such information if it is required by your bureau.

A sample of this bureau specific form is presented below. Bear in mind that each bureau’s form may appear different and may require different data to be entered.



SMIS *Office of the Secretary Specific Data Entry Page*

Each bureau will see its own version of this form. As bureau specific data needs are defined, this will be the place that those data needs are captured.

Any data entered here will be stored in a bureau specific table and be logically linked with the SMIS incident report.

Office of the Secretary - Supplemental Data

Send this Info Undo Screen [Return to reports page; making no change.](#)


Once you have entered this information, and clicked the “Send this Info” button, or clicked the “Return” link, you will be again presented the reports page.

It is important to mention that the reports page may change form as the SMIS system evolves. It will also appear different depending upon whether you have entered injury information, property damage information, both, or neither.

Generally the format will remain the same, the reports available will be presented on the top portion of the form, and links to either other systems, the beginning of the SMIS system or the Bureau specific pages will be placed on the bottom of the form.

Tip: When you have reached the “Reports” page, your incident report is considered complete. It is safe to shut-down your browser, which disconnects you from the SMIS server. If you discover later (prior to safety manager review) that you need to print out a report or form, you can log-in again to SMIS system, enter edit mode and navigate back to the reports page to print your reports.

Lets return now to the Reports page and discuss some of the other links which are available to you:


Congratulations... Data Entry is Complete!

This was an incident with both injury/property damage outcomes.

View an [Injury Session](#) summary.

Prepare a [CA-1](#)

Prepare a [DI-134](#)

View an [Property Session](#) summary.

It is now safe to shut down your browser. If you need to enter another incident or make modifications to this, or another incident that you have entered, you can begin a new session by logging in again.

[Enter the Office of the Secretary](#) SMIS data page

[Return](#) to SMIS home page.

[Login again](#) into the SMIS System to enter another incident.

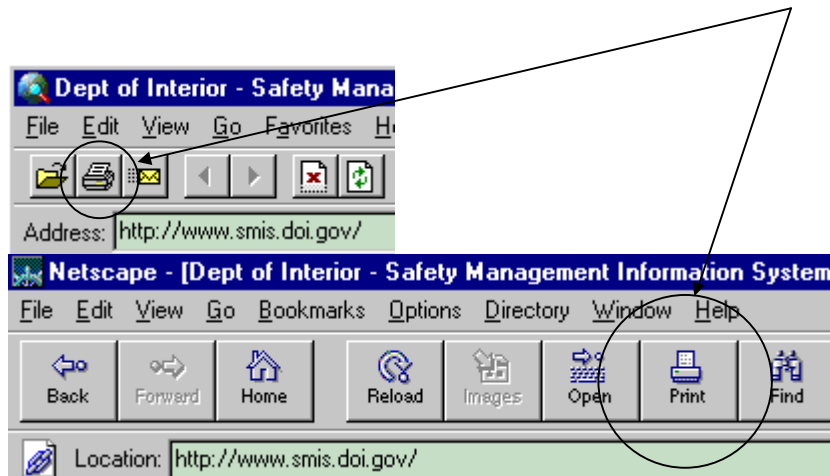
If you have entered information about an injury, you will have a link to “View an injury session summary” and the option to “Prepare a CA-1”. If you entered property damage information, you will have a link to “View a property session summary”. In both cases, a “Prepare a DI-134” link is available.

NOTE: The DI-134 form is obsolete and is provided for a limited time to assist in the conversion from older SMIS capture systems.

The Injury and Property Damage links are similar in structure. They both will display some information about the incident and then detail either property damage or injuries related to the incident. A sample of the property damage summary is shown below:

Accident Report Session Summary							
Incident Information - Reported: 09-May-97							
Reporter	RAYMOND C FIORILLO			Org	01 - 71300		
Date	Aug 22, 1998 10:00AM			Zip	23456		
Result	Property Damage Only						
Place	Driveway of Bldg 1245						
Primary Unsafe Act	Improper Use of Hands or Body Parts						
Secondary Unsafe Act	None Selected						
Primary Unsafe Cond	No Physical/Environmental Factor						
Secondary Unsafe Cond	None Selected						
Mgmt System Factor	Failure to see need to correct						
Narrative	Sam dropped the box containg fragile parts						
Corrections	Recommended carrying fewer boxes at a time						
	Item	Description	Owner	Source	Cause	Related Individual	Cost
1	Equipment	Glass fixtures	Interior Owned	Human, Operating Errors	Walking/Working Surface (floor, street, etc.)	Dummy U TestPerson (test00000)	\$629.00

The summary report (whether for injury or property as displayed above) is displayed on your screen. If there is a printer attached to your computer, you can print this page by clicking the printer icon on your browser. Exactly what form this icon takes will vary from browser to browser, but two examples are shown below:



Tip: Using this technique to list and print a summary of your accident report is an excellent means of retaining a file copy for your records.

If you are interested in printing an official form such as a CA-1 or a DI-134, you can select one of the “Prepare” links. The process for printing one of these forms is fairly complex and will be described in detail.

When we attempt to print a form to look like the original, we must depart from the standard HTML (browser) style of presentation and use a helper application. For example, sometimes music or movies are displayed over the World Wide Web. A standard browser cannot understand music or movie files so it seeks the help of another application to handle this type of processing. The application acts as a “helper” for the browser to allow it to do things which it cannot do on its own.

Instead of music or movies, we want to present an exact facsimile of a form and allow you to print it on your printer. This involves the ability to present size information, shading, blocks, logos and special fonts. The special helper application which we will use to render this information for the browser is called Adobe Acrobat.

Some browsers may come with Adobe Acrobat pre-installed as a helper application, and if so, your browser will be capable of viewing your CA-1, DI-134, or other official forms out-of-the-box. If, on the other hand, your browser did not come with Acrobat, you can download it from the SMIS site at no charge. This will involve some extra work on your part, but once this capability is installed into your browser, the process becomes simple. You may find the Adobe Acrobat useful for many other sites which deliver official copies

of forms. The Internal Revenue Service WEB site, for instance, delivers copies of tax forms and publications in PDF format.

After selecting the “Prepare CA-1” link you will see a form resembling the following:

SMIS *CA-1 Form Construction*

As you read this message, you are creating a CA-1 form on the web server. Depending upon system load it can take from 10-15 seconds to complete. If you receive an error when you click the link to download the form, use the back button of your browser and then try again in a few seconds.

The CA-1 can only be viewed or printed using Adobe Acrobat 2.1 or later. If you don't already have it installed on you system you can download it free of charge now. The viewer is used for viewing *exact* replicas of documents from a variety of sites and its usefulness exceeds the bounds of the SMIS system.

You can still download the CA-1 form if you don't have the Acrobat viewer, but you will be unable to view/print it until you have the viewer on your system. [\[More Info\]](#)

[Download the Adobe Viewer now](#)

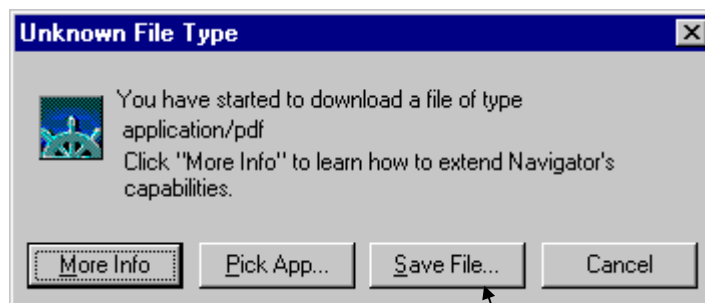
Download or View your [CA-1](#) file

Return to the [Report Options](#) Page.

This form allows you to do two things (other than return to the “Reports” page), you can download your CA-1 form, or download the Adobe Acrobat Reader.

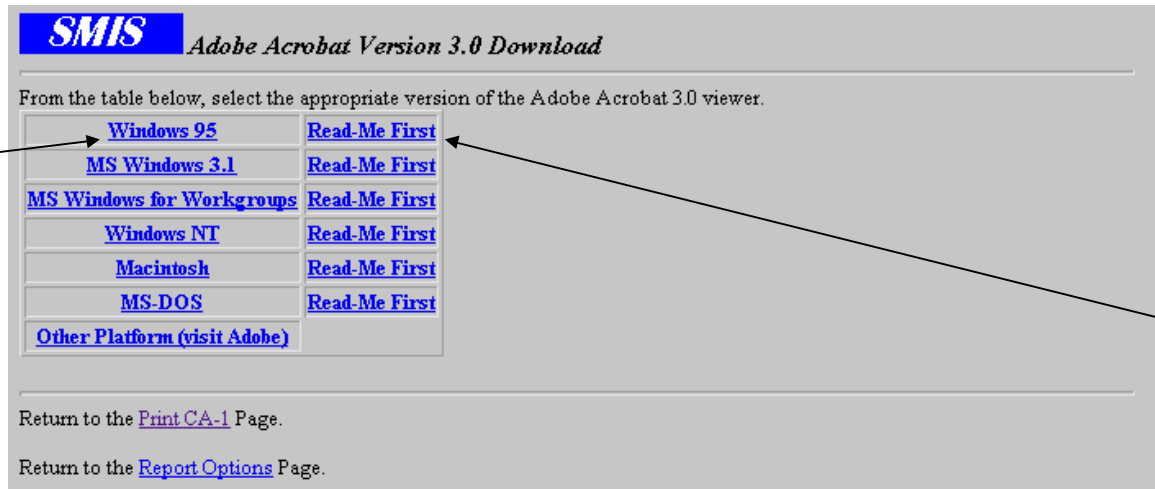
If you are unsure whether you have the reader on your system, click the “Download or view your CA-1 File” link.

If you do not have the Reader, you will see something like this:



In this case, you should select the “Save File” option, which will copy the CA-1 data file to your computer. After the file is saved, return to the CA-1 download page and download the Adobe Acrobat PDF Viewer.

After you have finished downloading the file (this may take some time especially for reporters who are using telephone connections), you will need to install it. Specific instructions for each operating system are provided on the Adobe Download page which is displayed below:



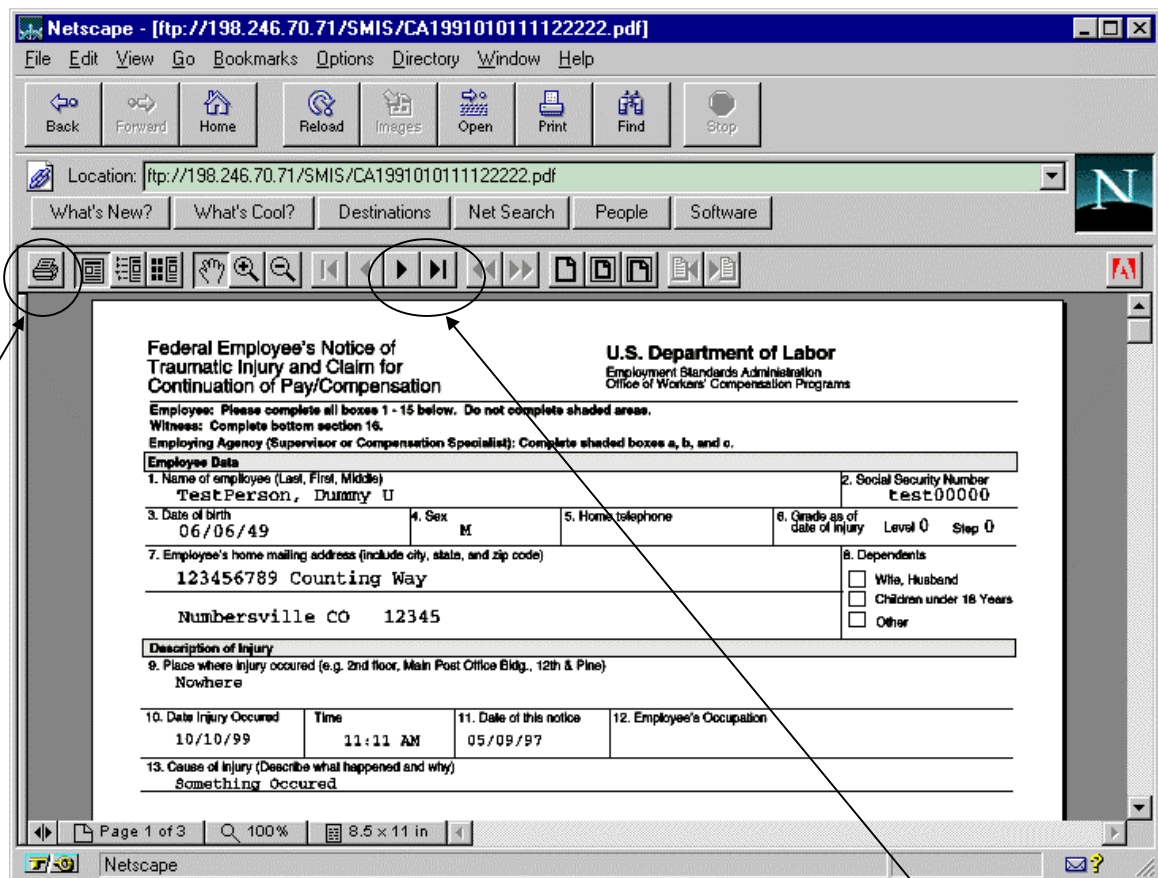
As you can see, there is a separate download option for each of the most common PC operating systems available today. A few less common ones may be acquired by going directly to the Adobe site using the link provided.

If you are, for example, a Windows 95 user, you will click on the “Windows 95” link to download the correct version. After you click this link, a dialog box will appear to ask you where you wish to place the file. If you accept the default, note where the file is placed so you can find it later to perform the install.

NOTE: It is strongly recommended that you View and Print the “Read-Me First” Link associated with the operating system you are about to download before taking any further action. The associated “Read-Me First” link appears immediately to the right of the operating system button. This link contains step-by-step instructions for downloading and installing the Adobe Acrobat reader.

Generally the install involves two steps, first download the self-extracting executable file to your computer. Second, execute the downloaded file to extract the program and install it on your system. It is beyond the scope of this manual to present any further detail of the install process since this will vary from system to system and may vary over time. It is best to read the read-me text associated with the file you are about to download to acquire the most current instructions. There is also a link on the “Print CA-1” page which will give you some detailed information to assist you through the download and setup process.

Assuming that you have successfully installed the Adobe Acrobat PDF file reader, or one was already installed on your system, the browser will automatically fire the program when you attempt to download the file. Instead of receiving the “What should I do with this?” message as before, the CA-1 will be displayed on your screen. You will also see new controls within your browser to assist in viewing your CA-1. A sample of what you might see is presented on the following page:



You can move through the form using the browser scroll bars. The Adobe reader provides additional controls for moving through documents. The Adobe Reader also provides a printer button for creating our copy of the CA-1.

While this manual has only addressed the CA-1 form, all other forms can be accessed using the same techniques. For a time, a DI-134 will be provided to aid in the transition from the old SMIS data entry system. The means of creating, downloading, displaying, and printing this form will be exactly the same as the CA-1. You will however, only need to download and install the Adobe Acrobat PDF viewer once to view all documents.

There is no link in the PDF viewing program to return you to the “print CA-1” page, but you can use the “back” button of your browser to return.

We have now covered most of the features of the SMIS Supervisor’s accident reporting module in sufficient detail for most situations. Remember that you can always click on an “i-link” to gain further information about the element of the program that you are working on.

Until now, it was assumed that you are entering only one injury or property damage related incident, that you have made no errors in your report and that you were able to complete your report without a break in your connection to the SMIS server.

SMIS has been developed with an edit system which will allow you to change almost any component of your report until it is reviewed by a safety manager, and complete reports which are missing property damage or injury records. As you may recall, after you login to the SMIS system, you were immediately presented with the incident report screen. This was because the system found no prior reports entered by you.

If you had entered a previous report, for instance the one you added five minutes ago, you are presented with a different screen after your entry into the SMIS system. This screen will allow you to access your previously entered report to either delete it, update it, or print additional reports from it.

SMIS *You have recently Input an Accident Report*

Your Previously Entered Reports

Incomplete Reports (Missing Injury or Property Damage)

Finish	Delete	Jun 7, 1998 02:00AM 87611
------------------------	------------------------	---------------------------

Accident Reports Awaiting Review by Safety Manager

Edit	Delete	Aug 22, 1998 10:00AM 23456
----------------------	------------------------	----------------------------

[Enter a NEW Report for a NEW Incident](#)

A close look at the previous reports screen snapshot above will reveal that the reporter had recently entered two reports one is incomplete and the other is awaiting review by the safety manager.

An incomplete report is usually caused by a premature termination of the connection between your computer and the SMIS server. There are two possible courses of action to be taken for an incomplete report: you may finish the complete report or delete it.

If you choose to complete the report, click the “finish” link and you will be presented with the following screen:

SMIS *Unfinished Report: Missing Injury*

What Needs Doing:

[Add the missing Injury Record.](#)

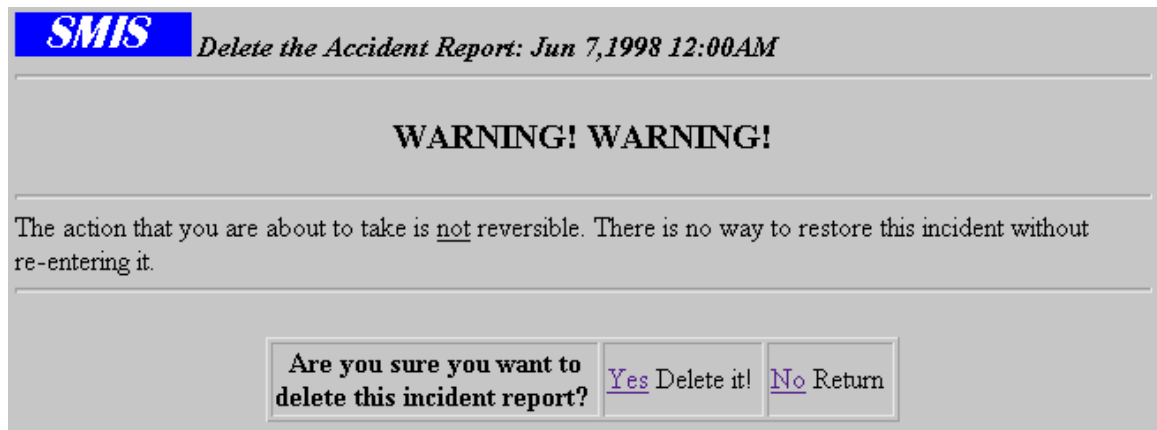
[Adjust the Incident Result code to reflect no injuries.](#)

SMIS has determined that you had entered a result code in your incident which suggested the need for an injury record, but it could not find the injury record. *Incidentally, you would also receive a similar message if your report was lacking a property damage report which was expected from the value of the result code.* You now have the choice of correcting the result code by clicking the “Adjust the Incident Result code to reflect no injuries” or completing your report by clicking the “Add the missing Injury Record” link.

If you adjust the result code, the incident record is corrected and you are done. Your report is placed in the list of complete reports awaiting safety manager review.

If you chose to add the missing injury record, you will be returned to the point in the SMIS system where adding of injuries would normally occur which begins with the victim ID form. You can refer to the point in this manual which discusses the adding of victim information and injuries. *If you were adding a missing property damage record, it follows that you should refer to the portion of the manual which concerns adding property damage.*

Since the incomplete record was placed there for demonstration purposes only and we wish to show all aspects of the program we will delete the incomplete record. In reality deletion of a record from the SMIS system should be a very rare event. After clicking the link; we are given a stern warning:



SMIS Delete the Accident Report: Jun 7, 1998 12:00AM

WARNING! WARNING!

The action that you are about to take is not reversible. There is no way to restore this incident without re-entering it.

Are you sure you want to delete this incident report? [Yes](#) Delete it! [No](#) Return

We now have the option of continuing on with the delete or returning to the prior reports listing. If you select “Yes delete it” your record is immediately removed and you are returned to the prior reports listing, but the deleted report is gone.

Note: When you delete a report, there really is no way to restore it without re-entering it from scratch.

SMIS *You have recently Input an Accident Report*

Your Previously Entered Reports

Accident Reports Awaiting Review by Safety Manager

Edit	Delete	Aug 22, 1998 10:00AM 23456
----------------------	------------------------	----------------------------

[Enter a NEW Report for a NEW Incident](#)

Note that the incomplete report has vanished from the list. There is now only one entry, a report which is awaiting review by a safety manager.

Again, you have two options: You can delete the report, or edit it.

If you choose to delete the report, you will receive a stern message similar to the one described above for deleting the incomplete report and the program will recycle to this list without the report you just deleted. When you have deleted the last report, you will be so advised.

If you choose to edit the report, you will be presented with an entirely different set of screens than you have seen before. The screens will present summaries of the data which has already been entered and an option to edit each field separately. Below you can see the incident edit form:

SMIS *Edit Previously Entered Accident Report*

Change	Date/Time/ZIP	Oct 10, 1998 10:00AM - 34567
Change	Result	Personal Injury with Property Damage
Change	Place	Demoville
Change	Narrative	Fell and broke something
Change	Corrective Action	Don't fall
Change	Unsafe Act 1	00 No Human Factor
Change	Unsafe Act 2	None Selected
Change	Unsafe Cond. 1	00 No Physical/Environmental Factor
Change	Unsafe Cond. 2	None Selected
Change	Mgt Causal Factor	99 Unidentified, Unrecognized, or Not Appli
View/Edit Injury		Done Editing:
View/Edit Property		Return to Login Page
		Create Summary, CA-x, or DII 34 Reports

While reviewing the report, you notice that the Corrective Action is not very descriptive and you decide to change it. Using your mouse you click the "Change" Link next to the Corrective Action field.

You are now presented with a new form designed to edit the corrective action field:

SMIS *Edit Corrective Action Info*

Don't fall

Post the Change Undo your Change

'BAILOUT' MAKING NO CHANGE

In the text box you can add to the text that is already there, or change whatever you wish. When you are done, simply click the “Post the Change” link and you will be returned the previous screen, but the new text will be in the appropriate block. If you choose not to make any changes you can always use the “Bailout making no change” link to leave things untouched. Like most data entry screens there is also an “Undo button”.

We will change “Don’t Fall” to “We have corrected this entry”, post the change and be returned to the prior screen:

SMIS *Edit Previously Entered Accident Report*

Change	Date/Time/ZIP	Oct 10, 1998 10:00AM - 34567
Change	Result	Personal Injury with Property Damage
Change	Place	Demoville
Change	Narrative	Fell and broke something
Change	Corrective Action	We have corrected this entry
Change	Unsafe Act 1	00 No Human Factor
Change	Unsafe Act 2	None Selected
Change	Unsafe Cond. 1	00 No Physical/Environmental Factor
Change	Unsafe Cond. 2	None Selected
Change	Mgt Causal Factor	99 Unidentified, Unrecognized, or Not Appli

[View/Edit Injury](#) **Done Editing:**

[View/Edit Property](#) [Return to Login Page](#)

[Create Summary, CA-x, or DII34 Reports](#)

Notice now that the new text (circled) is immediately reflected on this form. Editing of all other fields is accomplished in a similar manner.

If the incident involved injuries or property damage, you will see links which will allow you to view and edit those records as well. Since it is possible to have multiple injuries or items of property damaged as a result of any given incident, you will first see a list of these elements when you click on this link. In this case there is only one item of property and

only one injury. We will view each one to familiarize you with what you will see if you enter the link:

View/Edit Injury Link:

Action	Key	Body Part	Victim Name
Edit Delete	PS - test00000	Feet, single foot	Dummy U TestPerson

[Return](#) to the incident report detail view.

Click the edit link:

Change	Victim	Injury To	Nature	Severity	Type	Activity	Source	Cause	Days Restricted	Date Pay Stopped	Date 45 Day Period Began	Unable Perform	Light Duty	Date Return Reg Duty	Date Return Restr Duty	Date Terminated	Date of Death
Change	Dummy U TestPerson	Feet, single foot	TF Fracture	03 Disabling Injury (Temporary)	220 Fell on different level	21 Housekeeping	0110 Walking/Working Surface (floor, street, etc.)	52 Falling desk or chair				10/11/1998					

Note that this form is similar in appearance to the form which allows editing of the incident. There is a link at the bottom of the form, (not visible here) which will allow you to return to the injury list form.

Just like editing within the incident edit form, you click one of the “change” links to be presented with an edit form specific for the field which you wish to correct. After you have finished editing, you are returned to this form and your changed data is displayed.

View/Edit Property Link:

SMIS *Damage Related to Incident: Oct 10, 1998 10:00AM - 34567*

	Nr.	ID	Owner	Cost
Edit Delete	1	Furnishings	Interior Owned	\$ 125

[Return](#) to the incident detail view.

Click the Edit Link:

SMIS *Edit Property; Item# 1 - damaged: Oct 10, 1998 12:00AM*

Change	Type of Property	42 Furnishings
Change	Property Owner	01 Interior Owned
Change	Description	Desk
Change	Cost	\$ 125
Change	Cause	0306 Flying Objects
Change	Source	1000 Personal Protective Equipment
Change	Responsible	test00000
Change	Seabelts?	No
Return to Property Damage List		

Once again, the layout and function of this form is similar to that of the incident edit form. You have a link to return to the “property damage list” form and several “change” links to allow you to edit various fields of the property damage record.

In both the property damage list and injury list, you have a link to delete the record. You will receive a warning stating that once deleted, the record cannot be restored. If you answer “yes, delete the record” to this warning, your record will be permanently removed from the SMIS database. Answer no, and your record will remain untouched.

We will return now to the incident edit form:

SMIS <i>Edit Previously Entered Accident Report</i>		
Change	Date/Time/ZIP	Oct 10, 1998 10:00AM - 34567
Change	Result	Personal Injury with Property Damage
Change	Place	Demoville
Change	Narrative	Fell and broke something
Change	Corrective Action	We have corrected this entry
Change	Unsafe Act 1	00 No Human Factor
Change	Unsafe Act 2	None Selected
Change	Unsafe Cond. 1	00 No Physical/Environmental Factor
Change	Unsafe Cond. 2	None Selected
Change	Mgt Causal Factor	99 Unidentified, Unrecognized, or Not Appli
View/Edit Injury		Done Editing: Return to Login Page Create Summary, CA-x, or DI134 Reports
View/Edit Property		

Under the general category of “done editing” you have two choices. If you are completely done with the record, you can return to the login page. This would allow you to enter a new report or edit another report.

Tip: If you are completely done with the record, you can simply shut down your browser at this point to break the connection with the SMIS server

If you are interested in printing summary reports, a CA-1 form, or other forms you can click the “Create Summary, CA-x or DI134 Reports” link. This will bring you to the same page that you would have received after indicating that you were done entering all injuries or property damage related to a particular incident.

You have now been exposed to all features of the Supervisor’s Accident Report module of the SMIS system. Remember that a help system is available through the “i-links”. As the system evolves, this user’s manual may become obsolete. You can download a new copy by visiting the SMIS home page and following links to download your copy.

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